

AMOSSHE Executive Meeting

10th October 2013 11am – 12pm

Hilton Hotel, Liverpool

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Agenda

1. Reserved Business
2. Apologies
3. June meeting minutes and actions
4. Updates:
 - a. Finance
 - i. Finance bond
 - b. Membership
 - c. National Office
5. Vice Chair (Development) outcome
6. Annual Conference
 - a. Second lead
 - b. Themes and topics
7. Website summary paper
8. Projects support 13/14
9. AGM minutes approval
10. Any Other Business
11. Future meetings [TBC]

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Agenda

Ben Lewis welcomed the new members of the Executive and talked through the structure for the meetings

1. Reserved Business

2. Apologies

Christine Lowther

3. June meeting minutes and actions

June minutes agreed as a true and accurate record

Action update from June meeting:

1. 4.2: The issue on VAT is still outstanding; this is being investigated by our Accountant and a VAT specialist. We are currently awaiting a response. If we needed to pay backdated VAT this would be covered through the reserves.

2. 5.3: This will be completed in line with new sponsorship meeting.

Action: An update on sponsorship will be brought to the next Executive meeting.

3. 6.1: Completed

4. 7.4: Completed. The Vice Chair development role would be less work this year for the new VC.

5. 7.4: Completed. Turnout for the election was similar to last year, 53 institutions.

6. 9.2: Agreed to send some information out to the members asking for their priorities regarding the survey. The Executive will then review this at the next meeting and look at getting a new and more effectively targeted survey out to members in January.

Action: National Office and Officers to develop the list of questions to send out to members.

7. 9.2.2: Same action as above

4. Updates:

1. Finance

i. We have recovered our investment and interest from the Santander Finance bond. It was agreed that further investment would be put on hold until the outcome of the VAT issue is known. Given interest rates are fairly low at this stage in the year we would only lose a small amount of interest by delaying the decision.

ii. CPD programmes include a contribution made to the running of the National Office.

Action: to ensure this information is clearly stated in any future reports.

2. Membership

i. Invoices have gone out to all active members, membership as it stands including those we are awaiting a response from: 148 member organisations, 7 international, 500 individual members.

ii. Official numbers will settle down towards Christmas and will be on a regular update for the next meeting

3. National Office

i. AMOSSHE officially welcome John Bloomfield and Beatrice Addo to the National Office Team. This means two of three vacancies have now been filled, with the remaining position due to be interviewed for in the next couple of weeks.

- ii. AMOSSHE moved office in April to Kings Cross along with the NUS team. Our Increased staffing needs in the new office are being negotiated with NUS on changes to tenancy but they are not expected to be significant.
- iii. The National Office will collate the list of specialisms for Executive members to ensure there is a clear understanding of who the best person is to contact dependant on the query. The Executive members will attend meetings on behalf of AMOSSHE with National Office staff providing support at the meetings where possible.

Action: National Office to collate list of specialisms and re-distribute to the Executive.

5. Vice Chair (Development) outcome

1. The Vice Chair Development was not elected at the AGM and therefore the Executive Committee has two choices. Either co-opt a member from within the team or alternatively go out to vote again. Brian Hipkin noted that the role responsibilities would be further defined if we were to go out to election again.
2. During the ensuing discussion it was decided that the CPD lead would continue to be part of the current role description given the need for consistency across the activities. There would be a 2nd lead for conference rather than adding this into the development role, a finance overview would sit between the development and operations vice chair roles. It was noted at this point that the Head of Development and Operations would be taking on the majority of the finance work, with the VC Development being able to ask for the information as and when needed to be assured of the rigidity of the processes and future sustainability of the organisation. Given these discussions the role title was adapted to help provide clarity between the Head of Development and Operations (staff role) and the Vice Chair Development role by including 'Professional' into the title.
3. The role would be assessed after 1 year to see how this was developing as part of the Officer team and how much time was being taken up with the role responsibilities.
4. Sam Dale was duly co-opted as Vice Chair Professional Development.

6. Annual Conference

1. Conference 2014 venue search has been shortlisted to two venues which are the closest to matching all the essential and desired criteria amassed after conference 2013. These are Hilton Deansgate, Manchester and The Grand, Brighton. The main concern centred around price with both being more expensive than in previous years. However it was noted that Liverpool's prices had also increased this year and our desired dates were not available due to a large scale, very early booking taken at Liverpool. After discussion around the suitability of both venues the decision was made that we need to see how we can offer the best value for money through reducing the price as a priority. If we can maintain the support standards and level of interaction as last year then the price is the most important factor for delegates.
Action: Conference Leads and National Office to investigate reducing the prices on venues. An update will follow at the next Executive Meeting although it was noted if a decision was needed before then this would be done through the officers and potentially an email discussion to the wider Executive.
2. Second lead
 - i. Chris Twine was duly co-opted as the second conference lead along with Fay Sherrington.
3. Themes and topics
 - i. There is a general consensus that the structure of last year's three main strands gave a good overall base for building the conference and still offered a lot of scope to the membership. Therefore it was decided that the three strands to the conference would continue to be People, Strategy and Technology.
 - ii. Technology would be a larger focal point this coming year given the feedback from previous years and feedback from CPD programmes throughout the year.
 - iii. An in depth discussion into the theme surrounding the conference brought a variety of ideas forward. The general consensus of the group focussed on three key areas/keywords; change, engagement and transformation. This centred around the

changing environment of the University sector and the impact this is having on student services.

Action: Final theme word and statement discussion to be led by Fay and Chris and agreed before the next Executive meeting.

7. Website summary paper

1. Benjamin Parsons presented a paper on the current status of the website, plans for fixing immediate issues and a look at future development. Modus is currently asking us to sign a maintenance contract for on-going support; Benjamin and John will be meeting with them to discuss this further.
Action: John and Benjamin to meet with modus as soon as possible
2. A question was raised querying if any work had taken place to review the site looking at what was delivered vs the original brief. It was explained that there were issues from both National Office and Modus which made it difficult for any such assessment to take place. It was agreed that we should draw a line under this and see how we can move on in collaboration with Modus.
3. Future proofing was brought up as a factor affecting the websites current position (ipads for example had not been invented when the website was developed) and something that needs to be a firm focus for further development.
4. The possibility to integrate off the shelf technologies was raised as an area to investigate.
5. The group were happy that if Modus could not provide suitable solutions for our issues or were too expensive then we would be looking to go out to tender.
6. A branding review and refresh of the colour schemes were discussed, if we were doing the website it would be logical to complete this work in tandem if there were an agreed need. This will be discussed at the January Executive meeting.
Action: John to ensure this is on the agenda for the next Executive meeting
7. It was agreed that we should ask the members what they want from an online provision, in what formats they want the information (ipad, phone compatibility etc) and how do they want it delivered. John and Benjamin will be attending all the Regional and National meetings and will ask for this feedback directly.
Action: John and Benjamin to collate this feedback to report back to the January Executive meeting.
8. The Executive agreed to the timescale in the paper, that is was a priority area of development for AMOSSHE and that Jayne Aldridge was happy to lead a small project team to run this process.
Action: Jayne and the National Office to report back on progress and other areas in the paper at the January Executive meeting.

8. Projects support 13/14

1. The Executive agreed that we should run projects again given the success of last year's programme. £15,000 has been agreed to run the projects for this year.
2. The entry proposal method and reviewing process will be the same as last year.
Action: National Office to ensure the information is sent out to members as soon as possible after approval from the Officers.
3. Members will be given 4 to 5 weeks to get proposals in with a deadline of all agreed projects to be delivered by conference 2014 to allow them to be incorporated into the conference programme.

9. AGM minutes *approval* (should say noted and actions)

1. The title of point 9 should be amended to clearly show that the minutes have been noted on points of accuracy by the Executive and to monitor any actions arising from conference before they are approved at conference 2014 AGM.
2. Vice Chair Development changed to Vice Chair Professional Development
3. **Action:** Benjamin to include the membership list and add Sally Olohan to the Executive attendance sheet.

10. Any Other Business

1. There was a discussion surrounding the issue with setting dates for the Executive meetings in advance of the entire new team being in place. Although this could potentially be an issue for members wanting to stand for a position due to diary clashes these dates need to be agreed in advance to aid in the consistency of the meetings. It was agreed that these could be checked at the Executive Residential each year to confirm year round attendance. All members wishing to stand for a position should be encouraged to discuss any potential issues with current Executive members.
2. National Office will collate diary clashes on future exec meetings for the remainder of this year.
Action: National Office to request diary clashes from the current Executive for the remaining meetings this year (apart from 13th November meeting)
3. Executive members mentioned having difficulty finding the appropriate policies for the organisation.
Action: Benjamin Parsons to send a link to the resources section for Executive members.
Action: Nicole Redman and John Bloomfield to ensure all policies are updated in line with changes to the National Office.

11. Future meetings

Wednesday 13 November 2013, 10.30am-3.30pm (Macadam House)

Wednesday 22 January 2014, 10.30am–3.30pm (Macadam House)

Wednesday 16 April 2014, 10.30am-3.30pm (Macadam House)

Wednesday 4 June 2014, 10.30am-3.30pm (Macadam House)

Summary of agreed actions:

Para	Detail	Who	When by
3.2	Update on sponsorship to be brought to the next meeting	Nicole	13 th November
3.6	Update on questions regarding the survey brought back to the November Executive meeting	Benjamin and Nicole	13 th November
4.1.2	Ensure all information regarding contribution from the CPD programme towards running of the National Office is clear on future documents	John	
4.3.3	National Office to collate the list of Executive specialisms and re-distribute to the Executive	Benjamin	1 November
6.1	Conference leads and NO to work on reducing the prices for conference venues and report back progress to the Executive before the next meeting	John	1 November
6.3.3	Theme word and statement to be agreed for conference agenda	Fay and Chris T	4 th November
7.1	Meet with Modus to discuss issues with the website and look for immediate fixes and costs for further development	Benjamin	1 November
7.6	Ensure branding refresh is on next Executive agenda	John	13 th November
7.7	Feedback collated on the needs for online provision and reported back to the Executive meeting	Benjamin	22 nd January
7.8	Website development and conclusion of discussions from modus reported back to the next executive meeting	Benjamin	13 th November
8.2	National Office to get information out about this year's projects as soon as possible (with approval from the officers)	Beatrice	28 th October
9.3	Include the membership list and Sally Olohan to the AGM minutes	Benjamin	18 th October
10.2	Diary clashes collated to check availability for remaining Executive meetings after November	John	18 th October
10.3.1	Link to the policies section on our website to be sent out to the Executive	Benjamin	18 th October
10.3.2	Policies updated to include changes to the National Office	Nicole	13 th November